

North Carolina Youth Advisory Council

2015-2016 MINI-GRANT REGULATIONS

I. **ELIGIBILITY REQUIREMENTS**

Grantee **MUST**

- A. Be a chartered youth council, a newly formed youth council or a non-profit organization/agency located in North Carolina interested in developing innovative youth programs that are directed by youth in North Carolina.
- B. Involve youth (ages 13-18) in project development, implementation, evaluation and writing of grant proposal.

II. **APPLICATION REQUIREMENTS**

- A. Grant applications (**20 copies on 8 1/2 x 11 paper**) must be received by **5:00 p.m., October 30, 2015**. The 20-stapled applications should include the grant application as the first and second pages of each packet, and the letter of reference as the last page of each packet.
- B. One letter of reference must be submitted with the application. This letter may come from a local government official or the sponsoring agency director and must be signed by that person. **If the letter is not submitted with the application, the application will not be considered.**
- C. A 9-digit federal identification number must appear on the application or the application will not be considered.
- D. Food and entertainment costs, travel expenses or adult advisors salary/fees **WILL NOT** be approved.
- E. Applicants must be a local government or non-profit organization with an Established 501(C) 3 in North Carolina.
- E. If incorporated, your organization's corporate seal will be required on the contract before funds can be distributed.

III. **IMPLEMENTATION OF GRANT PROPOSAL**

Grant recipient **MUST**:

- A. Submit required progress reports to the Youth Advocacy and Involvement Office;
- B. Complete project within **three (3)** months of designated completion date as documented on item 17 of grant application; and

- C. State source of project funds in all documents, publications and publicity (press releases, media, verbal presentations, etc.) related to the project.

IV. DISBURSEMENT OF GRANTS

- A. Grants shall be awarded annually - a total amount of \$6,292.00.
- B. The minimum award per applicant per grant period is \$100, the maximum not to exceed \$500.
- C. Mini-grants are intended as seed money, not as total program funding.
- D. Within one week of the Youth Advisory Council meeting, announcements of grants awards, contracts and evaluation forms will be sent to grantees from the Youth Advocacy and Involvement Office. Grantees must sign and return the contracts within **three (3) weeks** of notification. **Grantees must comply with this deadline or grant awards will be forfeited.**
- E. Please be aware that funds are generally dispersed several weeks after the Completion of the contract. Please consider when requesting funds that you Will most likely receive your funds in the Spring.

V. ROLE OF STATE YOUTH COUNCIL AND ITS BOARD OF DIRECTORS

- A. Following the mini-grant review, the State Youth Council shall develop a mini-grant package at its Board of Directors meeting, and forward its recommendations to the Youth Advisory Council.